

Public Safety Branch  
Police Group  
Police Administration Series

POLICE LIEUTENANT

06/04 (JAS)

**General Purpose:**

Under direction, perform second level supervisory functions as head of an assigned police section, or provide other professional individual contributor commissioned law enforcement services as required.

**Typical Duties:**

Responsibly develop, coordinate and evaluate designated ongoing patrol, investigation or support by subordinate units commonly headed by Police Sergeants or other first level supervisors, or carry out delegated complex operational or administrative public safety project management functions. Involves: Plan, generally oversee and control person and property protection, traffic regulation and safety, or other uniform operations on an assigned shift, a detective detail engaged in investigating and apprehending violators of crimes such as homicide, burglary and robbery, narcotic offenses, vice or vehicle theft, or criminalistic, auxiliary or patrol support, airport detail, homeland security, special project and grants, or other public safety services. Serve as detective division executive lieutenant, as assigned. Direct and review preparation of cases for court. Give testimony at trials and hearings. Establish rapport and confer with public groups and individuals in person and by telephone to listen to, identify and resolve law enforcement grievances or problems, and consult social service agencies and civic organizations to ascertain community public safety needs. Provide information and advise on City code and other laws in response to inquiries; and interpret department rules, regulations and policies for employees and the public. Cooperate with County, State and Federal law enforcement agencies in apprehending and detaining wanted persons or criminals, recovering stolen property, and in other matters of mutual interest. Advise and assist other police officers in law enforcement investigations, and personally participates in more difficult cases. Analyze and recommend acquisition of or improvements to equipment and facilities. Participate in evaluation and development of department programs, policies and procedures, and in preparation and administration of department budget affecting operations or services for which accountable.

Perform, as qualified, expert uniformed Police Officer or Police Detective functions that includes modifying standard practices, adapting precedents and establishing validity of approach in order to deal with unique situations in a manner that conforms to legal requirements and department policies, or serve in such a position as back up when required. Involves: Engage in assigned municipal law and ordinance enforcement and crime prevention duties which includes maintaining a recognizable community presence to preserve peace and order, protect persons and property, and otherwise provide allied police services requested as well as precisely documenting evidence, circumstances and actions regarding actual and potential criminal violations or other public safety related incidents. Provide technical police services such as conducting skilled investigations, first level identification analyses or community relations programs.

Supervise assigned supervisors, police officers and civilian support staff. Involves: Conduct roll calls, schedule work, assign duties and coordinate shift changes. Issue written and oral instructions, and check work for exactness, neatness and conformance to policies and procedures. Guide subordinates to overcome difficulties encountered in performing duties. Appraise performance of immediate subordinates and review evaluation reports of lower level supervisors. Coach and arrange for or conduct training and development activities. Enforce personnel rules and regulations, standards of conduct, work attendance, appearance and safe working practices. Maintain supervisor-subordinate harmony and resolve disputes or grievances as delegated. Recommend commendations or discipline, and employee status changes. Interview applicants and recommend selection.

Perform related duties as required. Involves: Act on behalf of superior officers in their absence, if assigned. Maintain normal availability by radio or telephone for consultation on open cases or emergency call out. Schedule and conduct meetings. Participate in administration by overseeing and reviewing or personally gathering and compiling data used to evaluate and develop department programs, policies and procedures, and to prepare and monitor department budget affecting section for which accountable, as requested. Direct or personally prepare and submit daily section activity and other written reports to superior officers, and maintain complete and accurate records of events that occur during shifts. Direct or personally maintain equipment, supplies and facilities in clean, orderly and safe condition which includes preventive servicing and making minor repairs, such as changing tires on assigned service vehicle if needed. Participate in in-service training for own professional development. Serve on designated ad hoc committees.

**Knowledge, Abilities and Skills:**

- Considerable knowledge of modern law enforcement and crime prevention principles and methods.

- Considerable knowledge of pertinent federal, state and local laws, City ordinances and codes, including rules for securing, handling and preserving evidence, and legally accepted practices for making arrests and protecting prisoners' rights.
- Considerable knowledge of Police Department operational and administrative policies, procedures and organization, and limits of its authority.
- Considerable knowledge of City geography and locations of important buildings.
- Considerable knowledge of community policing, including public relations techniques and awareness of cultural differences.
- Good knowledge of supervisory techniques, office management practices and governmental budgeting, fiscal and personnel administration procedures.
- Ability to establish rapport and maintain effective working relationships with subordinates, peers, supervisors, officials, other departments and agencies, and the public in order to enforce the law and prevent crime with firmness, tact and impartiality when confronted by hostile, injured and distraught individuals and groups.
- Ability to communicate persuasively and effectively orally and in writing in order to clearly and concisely articulate complex facts and relationships in legible detail and summary reports and records, testify in court in an objective and professional manner, follow and give work instructions, and conduct training.
- Ability to comprehend and analyze highly complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions in applying modern police principles and methods.
- Ability to plan, assign, direct, and inspect work of subordinate supervisors and other personnel firmly and impartially.
- Skill in safe operation, care and wearing of a handgun, other designated weapons, allied law enforcement equipment, communications devices, and other City facilities and property, as required.
- Skill in safe operation and care of a motor vehicle.
- Skill in safe operation and care of a network workstation or personal computer and allied hardware, and generic business productivity and specialized law enforcement software.
- Skill in rendering First Aid to injured or ill persons as first responder to accidents, crime scenes and other emergencies.

**Other Job Characteristics**

- Wear uniform and accessories as customarily prescribed for regular tour of duty or special assignments.
- Subject to being called at any time for emergency duties.
- Occasional vigorous physical demands common to duties of a Police Officer.

**Minimum Qualifications:**

**Education and Experience:** Equivalent to a combination of 75 undergraduate college semester hours towards an accredited Bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice, Business or Public Administration or a related field, plus six (6) years of experience as a commissioned police officer with the El Paso Police Department, including two (2) years as a Police Sergeant.

**Licenses and Certificates:**

- Basic Peace Officer license issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) in compliance with state statute by time of appointment.
- Texas Class "C" Driver's License or equivalent from another state by time of appointment.

---

Human Resources Director

Police Chief